



TAPESTRY
LEARNING
PARTNERSHIP

Subject Access Request Protocol

1. Introduction

- 1.1 As an organisation, we collect and process data about individuals. We explain what information we collect, and why in our Privacy Notices.
- 1.2 Any individual, or person with parental responsibility, or young person with sufficient capacity to make a request is entitled to ask what information is held.
- 1.4 Copies of the information shall also be made available on request.
- 1.5 To ensure that requests are dealt with in an effective and timely manner we may seek to clarify the terms of a request.
- 1.6 The Data (Use and Access) Act (DUAA) 2025 outlines the organisation's requirement to carry out a proportionate and reasonable search. Further details of how the Trust and its schools/academies will assess and communicate this with you can be found within appendix 1.
- 1.7 To collate and manage requests we have designated personnel to co-ordinate all requests. Your request should be sent to the Trust Data Protection Officer:

Email: DPO@tapestrylearningpartnership.org

Address: Tapestry Learning Partnership, Sherwood Rise,
Nottingham, NG7 7AR

2. What happens next?

- 2.1 Evidence of the requester's identity may be required. Discretion about employees and persons known to the Trust may be applicable.
- 2.2 We may need to contact you to clarify details about what you have requested.
- 2.3 We may need to contact other people and 3rd parties, who have provided information that is on our files.

3. Providing the information.

- 3.1 We need to review the information to see what can be shared, or if any item needs another person's consent. It may be that some information is subject to an exemption and cannot be shared.
- 3.2 Exemptions to a Subject Access Request may include:
 - Education, Health, Social Work records.
 - Examination marks and scripts.
 - Safeguarding records.
 - Special educational needs.
 - Parental records and reports.
 - Legal advice and proceedings.
 - Adoption and Court records and/or reports.

- Regulatory activity and official requests e.g. DfE statistical information.
- National security, Crime and taxation.
- Journalism, literature and art.
- Research history, and statistics.
- Confidential references.

3.3 All data subjects have the right to know:

- What information is held.
- Who holds it.
- Why it is held.
- The retention period.
- That each data subject has rights. Consent can be withdrawn at any time (to some things).
- Their right to request rectification, erasure or to limit or stop processing .
- Their right to complain.

3.4 Much of this will be contained within the Privacy Notices on the website.

4. Provision and Timeline

- 4.1 Information will typically be provided in electronic format within one calendar month of receiving a valid request. However, in certain circumstances such as during school holidays when staff availability and access to systems are limited, this timeframe may be extended by up to an additional calendar month. This extension reflects the complexity of processing requests during periods of closure.
- 4.2 Following delivery of the information, the requester has the right to ask for a review or use the complaints procedure if they believe that information has not been provided.

5. General Data Protection Regulation

- 5.1 Data will be processed to be in line with our requirements and protections set out in the UK General Data Protection Regulation, Data Protection Act as amended by the Data (Use and Access) Act 2025 (DUAA).

Appendix 1

Managing proportionate and reasonable searches

The DUAA explicitly states that organisations are only required to conduct a "reasonable and proportionate" search for personal data. This formalises a principle that was previously guided by the Information Commissioner's Office (ICO) but lacked a clear statutory definition.

Whilst a legal definition is not provided, the Trust considers a "reasonable and proportionate" search to strike a balance between the data subject's right to access their personal data and the administrative burden placed on the organisation. We will undertake a search with the utmost effort to locate and provide the personal data requested but an 'every stone turned' search will not be completed due to the excessive and undue burden this causes.

We will actively engage with the requester to clarify and narrow the scope to ensure the search falls under the remit of the proportionate and reasonable search. During this time where clarification is being sought, the one calendar month timeframe to respond is paused until confirmation of the scope is agreed.

When considering whether a search is proportionate and reasonable we will assess:

- The nature and scope of the request.
- Context of the request.
- Volume of information held.
- Availability of data.
- Resources available.
- Impact on the data subject.

We will ensure all decisions relating to deeming a request unreasonable and disproportionate are accurately recorded.